

SECRET

Approved For Release 2003/03/04 : CIA-RDP78-04914A000200140021-8

BOOK DISPATCH NO. 136

VIA AIR

DATE _____

TO : Chiefs of Class B Stations and Bases

FROM : Finance Division

CONFIDENTIAL

SUBJECT: GENERAL - Administrative
SPECIFIC - Quarterly Earnings Records and Transfer Authori-
zations

ACTION REQUIRED: Submission of quarterly earnings records and transfer
authorizations covering taxes withheld for contract
employees

1. It is requested that salary schedules covering payments to contract employees under official cover be transmitted to headquarters not later than 15 December 1956. The salary schedules required by headquarters are to cover each (calendar) monthly pay period for which salary schedules have not already been transmitted to headquarters separately or in support of the monthly financial reports.

2. The problem of meeting deadline requirements established by Federal and Social Security taxing authorities is a major undertaking at headquarters because of pouch time and the necessity to prepare and issue W-2 forms which have been reconciled and adjusted to agree with payroll earnings and tax deductions as recorded and reported during the calendar year. Inability or failure to meet these deadlines creates security risks which must be avoided to the fullest possible extent.

3. Your utmost cooperation in this regard is requested to the extent that priority should be given to this matter over the actual submission of monthly financial reports. The salary schedules requested in paragraph 1 above are to be transmitted by dispatch bearing a indicator.

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Distribution:

3 - Field Station; 1 - OGC;
2 - Area Division; 1 - TAS;
1 - Cover; 1 - OP; 1 - OS;
2 - Finance Division
FD/LEB/ADB:nf (30 October 1956)

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No Change in Class. ☐
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